

# **South Puget Intertribal Planning Agency**

## **REQUEST FOR QUALIFICATIONS** **Information Technology Contracted Services**

### **1. Introduction**

The South Puget Intertribal Planning Agency (SPIPA) is a nonprofit organization under IRS Code §501(c)(3). SPIPA was chartered in June 1976 through a Tribal intergovernmental compact. The SPIPA organization currently provides services to the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes. SPIPA supports each of its member Tribes' vision of success and wellness for their community members.

SPIPA is soliciting qualifications and proposals from experienced Information Technology (IT) professionals or firms for the provision of comprehensive IT consulting and strategic services. The solicited work will support agency-wide technology operations, planning, cybersecurity, cloud infrastructure, website development, ongoing strategic advisory needs and hands-on technical expertise across SPIPA's technology environment.

### **2. Scope of Work**

The selected contractor will work in close collaboration with SPIPA's Executive Director and other staff. IT services to be provided on an ongoing basis include, but are not limited to:

#### **A. IT Consulting & Strategic Advisory**

- Agency-wide IT operations
- IT planning and strategic advisory
- IT systems governance
- IT policy development
- IT training and staff development

#### **B. Technical and Operational Services**

- Cybersecurity initiatives
- Cloud infrastructure management
- Network management
- Vendor coordination
- Endpoint management
- Web development

- SharePoint development
- Disaster recovery planning
- VOIP and networking support

*In general, the total number of contractor hours required to satisfy the service deliverables referenced above is estimated to be approximately 85 hours per month.*

### **3. Tribal Preference**

In accordance with applicable Tribal and federal laws, qualified Native American-owned firms and qualified Native American individuals will be given preference in the award of this contract. Contractors claiming Tribal preference must submit supporting documentation, such as proof of enrollment in a federally recognized Tribe and/or written verification that the contractor is a Native-owned enterprise.

### **4. Right to Reject**

This RFQ does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFQ. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in a proposal, and to award the contract in whole or in part as deemed in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend, or reissue the RFQ at any time.

### **5. Contractor Minimum Qualifications**

- Minimum four (4) years of professional IT consulting experience.
- Experience in cybersecurity, cloud infrastructure, web and SharePoint development, network/endpoint management, and IT governance.
- Ability to meet ongoing monthly support needs, including availability to provide immediate response regarding emergency scenarios.
- Experience working within public agencies, tribal organizations, Tribes, or nonprofits.
- Compliance with security, confidentiality, and data-protection standards.

### **6. Term of Engagement**

Anticipated contract term: 6 months (April 1, 2026, through September 30, 2026) with renewal options based on contract performance and agency funding.

### **7. Submission Requirements**

Proposals must include the following:

- Proposal Cover Page (Attached)
- Cover Letter

- Qualifications Specifically Related to RFQ Scope of Work and Service Deliverables
- Technical Approach and Methodology
- Pricing and Cost Proposal/Hourly Rates or Retainer Options
- General Availability and Number of Hours Proposed Per Week/Month
- Company Profile, Curriculum Vitae, and/or Resumé
- Experience Working with Tribes or Tribal Organizations
- IT Related Certifications
- Professional References (three minimum)

## **8. RFQ Timeline**

February 6, 2026: Request for Qualifications issued

March 6, 2026: Deadline for submission of proposals

March 9, 2026: Proposal screening begins

March 13, 2026: Notice of intent to award

April 1, 2026: Contract begins

## **9. Award of Contract**

Each RFQ respondent will be notified in writing or via email regarding the selection decision. Formal notification of the award and the formal execution of a contract are subject to:

- Receipt of funding from federal and state administering agencies
- Results of negotiations between the selected contractor and SPIPA
- Final contract approval by the SPIPA Board of Directors
- Execution of a signed contract
- Continued availability of agency funding
- Background checks and drug screening (may be required)

## **10. Submission Instructions**

Please submit your completed proposal as a single PDF to:

*Kyle Rogers, SPIPA Executive Director*

*3104 SE Old Olympic Highway*

*Shelton, WA 98584*

*or email: [krogers@spipa.org](mailto:krogers@spipa.org)*

*Subject Line: RFQ Submission – IT Contracted Services*

For all inquiries regarding this RFQ, please contact:

*Kyle Rogers, SPIPA Executive Director*

*[krogers@spipa.org](mailto:krogers@spipa.org)*

*360-426-3990 (office)*

## **South Puget Intertribal Planning Agency**

### **REQUEST FOR QUALIFICATIONS** **COVER PAGE**

- Name of Proposing Firm/Individual: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Name of Contact Person: \_\_\_\_\_
- Telephone No. of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
- Local/State Business License Number: \_\_\_\_\_
- Federal Tax ID Number: \_\_\_\_\_
- Number of Years in Business: \_\_\_\_\_

### **AFFIRMATION**

I affirm that the information provided in this proposal is true and accurate to the best of my knowledge. Further, I am duly authorized to submit this proposal on behalf of this business. I also understand that my business will be responsible for meeting all service deliverables as set forth in this RFQ. I fully affirm and understand that failure to meet such requirements may result in my proposal not being considered or accepted.

Name (print) \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_